



Department of Medical Assistance Services
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Richmond, Virginia 23219

www.dmas.state.va.us

MEDICAID PROVIDER MANUAL UPDATE

TO: All Community Mental Health Rehabilitative Services providers participating in the Virginia Medical Assistance Program, Health Maintenance Organizations providing services to Virginia Medicaid recipients, and all holders of the *Community Mental Health Rehabilitative Services* Medicaid provider manual

FROM: Patrick W. Finnerty, Director
Department of Medical Assistance Services

SUBJECT: Update to First Edition of the *Community Mental Health Rehabilitative Services* provider manual

UPDATE: CMHR-01-03

DATE: 6/16/2003

The purpose of this memorandum is to notify you of changes to your provider manual. The attached table shows the changes to the manual. Please insert the new pages and retain the attached table.

The amendments to Chapter II: (1) update the chapter Table of Contents; (2) conform the license information to be consistent with the Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS) licensing regulations effective September 2002; (3) update the mental health worker qualifications to include four years of clinical experience working directly with individuals with mental illness or mental retardation as a qualification for a QMHP; (4) update the qualifications for paraprofessionals to include an associate's or higher degree in an unrelated field and at least three years of experience providing direct services to persons with a diagnosis of mental illness or gerontology or special education clients; and (5) incorporate certain information regarding reconsideration and appeals of adverse actions that was previously set forth in Chapter VI.

The amendments to Chapter IV: (1) update the Table of Contents; (2) clarify that, for Intensive In-Home Services, the caseload is limited to six or fewer per clinician; (3) permit paraprofessionals to provide Intensive Community Services under supervision; and (4) include formatting changes.

The amendments to Chapter V: (1) update the Table of Contents; (2) update the information on the replenishment of billing materials; (3) specify the codes (along with the service descriptions); (4) clarify that, with regard to Intensive In-Home Services, each week does not need to be billed separately; (5) update billing information to be effective upon implementation of the new MMIS; (6) include a copy of the CMS-1500 (12/90) and a copy of the DMAS-3 in the "Exhibits" section; and (7) change the current local billing codes to the corresponding national billing codes. Providers may begin use of the national billing codes for dates of service on or after June 20, 2003; however, these codes should not be used prior to June 20, 2003. Effective for dates of service after October 15, 2003, national billing codes must be used on all invoices. Claims submitted with local codes with dates of service after October 15, 2003, will be denied. A local/national billing code crosswalk is available on the DMAS website.

The amendments to Chapter VI: (1) update the Table of Contents; (2) update the utilization and review policy; (3) consolidate certain information regarding appeals with the appeals information contained in Chapter II; and include a copy of the Pre-Admission Screening Report (DMH 224) in the "Exhibits" Section.

Please review these changes carefully.

COPIES OF MANUALS

DMAS publishes copies of its provider manuals and provider manual up-date transmittals on its website at www.dmas.state.va.us. The provider manuals and transmittals can be viewed on and printed from the website. The transmittals describe the updated materials and manual chapters and pages revised. For a list of updates, click on "up-date transmittals" in the "Provider Manuals" column. If you do not have access to the Internet, or would like a paper copy of a manual, you can order these by contacting Commonwealth-Martin at 804-780-0076. A fee will be charged for the printing and mailing of the manuals and manual updates requested.

"HELPLINE"

The "HELPLINE" is available Monday through Friday from 8:30 a.m. to 4:30 p.m., except State holidays, to answer questions. The "HELPLINE" numbers are:

786-6273	Richmond area
1-800-552-8627	All other areas

Please remember that the "HELPLINE" is for provider use only.

Attachment (1)

COMMUNITY MENTAL HEALTH REHABILITATIVE SERVICES MANUAL
REVISION CHART
June 16, 2003

SUMMARY OF REVISIONS

MANUAL SECTION	MATERIAL REVISED	NEW PAGE NUMBER(S)	REVISED PAGE(S)	REVISION DATE
Chapter II	Table of Contents, Pages 4 - 6.2, 10 - 12 and Page 3 of the "Exhibits" Section	Pages 13 and 14	Table of Contents, Pages 4 - 6.2, 10 - 12 and Page 3 of the "Exhibits" Section	6/20/2003
Chapter IV	Table of Contents, Pages 3 - 30, and Page 1 of the "Exhibits section"	Pages 31 - 34, and Pages 2 - 6 of the "Exhibits" section	Table of Contents, Pages 3 - 30, and Page 1 of the "Exhibits" section	6/20/2003
Chapter V	Entire Chapter		Entire Chapter	6/20/2003
Chapter VI	Entire Chapter		Entire Chapter	6/20/2003

FILING INSTRUCTIONS

MANUAL SECTION	DISCARD	INSERT	OTHER INSTRUCTIONS
Chapter II	Old Table of Contents, Pages 4 - 6.2, 10 - 12 and Page 3 of the "Exhibits" Section	New Table of Contents, Pages 4 - 6.2, 10 - 14 and Page 3 of the "Exhibits" Section	
Chapter IV	Old Table of Contents, Pages 3 - 30, and Page 1 of the "Exhibits" section	New Old Table of Contents, Pages 3 - 34, and Pages 1 - 6 of the "Exhibits" section	
Chapter V	Old Chapter	New Chapter	
Chapter VI	Old Chapter	New Chapter	